

## **CONDITIONS OF APPOINTMENT AND INSTRUCTIONS TO EXAMINERS**

### **A. THE EXAMINER SHALL DECLINE THE OFFER OF EXAMINERSHIP IF:**

1. he/she is not in service in the college mentioned in this appointment order.
2. he/she is prevented by the Disciplinary Action Committee from taking up the examination work.
3. he/she is not qualified for appointment as lecturer as per the University/UGC/AICTE rules and, has not obtained qualification approval from the University in the case of teachers working in affiliated colleges of Bharathiar University / other Universities.

### **B. INSTRUCTIONS FOR FILLING-UP OMR MARK SHEET.**

1. Write in pen the marks awarded to each candidate against his/her dummy number, in the column "marks".
2. Darken the equivalent ovals with a HB pencil for instance 45 marks is awarded to a candidate darken 40 in the upper horizontal line and 5 in the lower horizontal line in the OMR (Optical Mark Reader) sheet.
3. If corrections in the marks awarded are to be carried out, for instance, 48 instead of 45, erase the pencil marking in the oval against 5, darken the oval against 8 and initial against each oval, ie., 40 and 8. 4. If the mark awarded is 50, darken the oval against 50 on the upper horizontal line only and not in zero in the lower line. If the mark awarded is single digit darken the appropriate oval in the lower horizontal column only.
4. Add the marks awarded to all candidates and write in pert the total marks awarded in the column sub-total and post the same in the column 'total marks' (in the case of UG) and carry over the sub-total and add the marks on the other side with sub-total and post the same in the column total marks (in the case of Engineering students). Total marks given against subject code indicate the subject maximum.
5. If the total marks is 1382, darken the oval 1 in the first horizontal line, 3 in the lower line, 8 in the third line and 2 in the last line in the column 'total' marks with HB pencil.
6. If the total mark, for instance, is 735, darken 'Zero' in the first horizontal line, 7 in the second line. 3 in the third line and 5, in the fourth line.
7. Write your name and examiner code and sign with date in the column of the right bottom of the OMR sheet. The column "Master Sheet No." is meant only for office use and
8. Do not make any tick mark(/) in the OMR in any place.

### **C. INSTRUCTIONS:**

1. Examiner who have sent their acceptance to the Controller of Examinations are expected to produce their appointment order to Chairman / Chief Examiner / Camp Officer on the first day of valuation at the respective center. Valuation will be done from 10.00 a.m. to 1.00 p.m. and from 2.00 p.m. to 5.00 p.m. on all days except on SUNDAY and public holidays declared by the State Government.
2. Examiner who accept the offer and fail to turn up at the center without prior intimation will be asked to offer explanation for the first time and will not be appointed as examiners for the next two semesters, if the same is repeated in the subsequent semesters. Examiners who do not respond to the offer for two successive semesters will be given a break of minimum 2 years.

3. When examiners do not turn up at the center of valuation in time on the prescribed day, the Chairman/Chief Examiner is authorized not to entertain such persons and the matter shall be reported to the Controller of Examinations. Any attempt to leave the hall before the allotted time of 3 hours shall be reported to the Controller of Examinations by the Chairman/ Chief Examiner through the Camp Officer.
4. Examiners will not be entertained for valuation after 10.30 a.m. for forenoon session and 2.30p.m. for afternoon session. Examiners may apply for leave for a day or two, only on emergency, with the prior permission of the Camp Officer through the Chief Examiner concerned.
5. Examiners are requested to bring with a RED refill or a RED ink pen for valuation.
6. Before commencement of valuation of answer scripts in a subject, examiners are requested to check up with the Chairman/ Chief Examiner as to whether any comments on question paper are received and any decision has been taken for consideration in valuation.
7. The examiners shall hold responsibility for any disparity in valuation. The examiners have to go over to University to rectify the defects pointed out in the valuation. No/TA/DA and remuneration will be given for the work.
8. "Transparency System" (i.e.,) giving Xerox copy of answer papers to the candidates on request, was introduced from November 1998 examinations. Hence the examiners are requested to take utmost care in valuing the answer papers and entering the marks on the first page of the answer book.
9. Examiners will be paid remuneration for valuation along with usual TA/DA as per the existing rules of the University on the last day of valuation. Examiners leaving the valuation work in the middle of valuation period will be paid only one way TA.
10. The examiner is assigned a code number called EXAMINER CODE and he/she is requested to write the same below his/her signature on the title page of the answer script and wherever he/she signs. This becomes necessary in the light of the provisions given for revaluation of answer scripts.
11. Any one of his/her close relatives appear for this or any other examination conducted by this University - his/her name, Reg. No., course, college etc., may be furnished in the acceptance proforma (CV2).

**Controller of Examination**